

## **Annex 17-X1 – Supplemental Federal Disaster Assistance**

Primary Agency: Illinois Emergency Management Agency (IEMA)

### **I. Introduction**

#### **A. Purpose**

1. Provide operational guidance for requesting a Major Disaster Declaration, an Emergency Declaration, or a Small Business Administration (SBA) Declaration and to describe the organizational structure after a Major Disaster or Emergency Declaration.

#### **B. Scope**

1. This appendix applies to State requests for a Major Disaster Declaration, an Emergency Declaration, or a Small Business Administration Declaration.

#### **C. Policy**

1. Implementation of this annex will not supersede any AHJ's administrative protocols or policy concerning damage assessment.
2. Procedures for utilization, control and use will incorporate and/or consider operational priorities that include, but are not limited to, the protection of life, public health and safety, property protection, environmental protection, restoration of essential utilities, restoration of essential program functions and coordination as appropriate.
3. At the direction of the governor or designee, state agencies without a direct response role may be tasked with providing agency personnel in support of damage assessment operations.

#### **D. Situation Overview**

1. A disaster has occurred resulting in the need for a Major Disaster Declaration, an Emergency Declaration, or a Small Business Administration Declaration.

#### **E. Assumptions**

1. Preliminary Damage Assessment has been performed and damages are significant enough to warrant a request for federal assistance.
2. State government has provided assistance to local governments to the extent possible.
3. The situation has exceeded state and local government efforts to deal with the disaster.
4. The Governor has proclaimed a disaster exists in the affected area.

## II. Concept of Operations

### A. General

#### 5. Major Disaster Declaration

- a) The Governor may request a Major Disaster Declaration if a situation occurs which is of such severity and magnitude that effective response is beyond the capabilities of the state. The Governor submits his request to the President through the Federal Emergency Management Agency Regional Administrator (FEMA RA). The Governor's request must be submitted within 30 days of the event, unless the FEMA Assistant Administrator approves an extension. Disaster request letter templates (Major, Emergency or SBA) are used to request a federal and/or SBA declaration.
- b) Based on all available information, the FEMA RA will summarize the Preliminary Damage Assessment findings and submit a recommendation to FEMA headquarters. FEMA headquarters will review the recommendation of the FEMA RA and formulate a recommendation that is forwarded to the President. The President will make a determination based on all of the information provided to him/her.
- c) After a declaration by the President, the FEMA Assistant Administrator designates the areas eligible for federal assistance. The Governor may request that additional affected areas be authorized by FEMA within 30 days of the termination date of the incident or 30 days after the declaration, whichever is later, unless the Federal Coordinating Officer (FCO) approves an extension.
- d) For catastrophes of unusual severity and magnitude when field damage assessments are not necessary to determine the requirement for supplemental federal assistance, the Governor may send an abbreviated written request through the FEMA RA for a declaration of a major disaster. This may be transmitted in the most expeditious manner available.

#### 6. Emergency Declaration

- a) The Governor may request an emergency declaration to supplement the state and local efforts to save lives and to protect property and public health and safety, or to lessen or avert a threat of catastrophe. The Governor submits his request to the President through the FEMA RA. The Governor's request must be submitted within 30 days of the event, unless the FEMA Assistant Administrator approves an extension.

- b) Based on all available information the FEMA RA will summarize the Emergency Declaration request and submit a recommendation to FEMA headquarters. FEMA headquarters will review the recommendation of the FEMA RA and formulate a recommendation that is forwarded to the President. The President will make a determination based on all of the information provided to him/her.
- c) After a declaration by the President, FEMA designates the areas eligible for federal assistance. The Governor may request that additional affected areas be authorized by FEMA within 30 days of the termination date of the incident or 30 days after the declaration, whichever is later.

7. Small Business Administration Declaration

- a) The Governor may request a Small Business Administration (SBA) Disaster Declaration. The Governor submits his request to the SBA disaster area office serving the region where the disaster occurred. The Governor's request must be submitted within 60 days of the event.
- b) After a declaration by the SBA, the areas eligible for the SBA Low Interest Loan Program are designated.

B. Organization

1. Direction and Control

- a) State agencies and external organizations retain operational control of damage assessment resources.
- b) The SEOC is the single point of coordination for state support of damage assessment operations.
- c) For the purposes of unity of command, coordination and management of the SEOC, the SEOC manager will transfer command to the state disaster recovery coordinator at the cessation of short-term recovery and continuation of intermediate and long-term recovery efforts.
- a) The Governor's Authorized Representative (GAR) will be empowered by the Governor to execute, on behalf of the state, all necessary documents for the disaster assistance programs.
  - 1) The GAR has overall management responsibility for the state's disaster assistance programs and is the state official who is responsible for assigning individuals and alternates to serve as the Individual Assistance Officer (IAO), Public Assistance Group Supervisor and State Hazard Mitigation Officer (SHMO), and for administering

funds for the programs and ensuring that the state fulfills its responsibilities under the Stafford Act and Code of Federal Regulations (CFR).

- 2) The GAR monitors the activities of the IAO, State Public Assistance Group (SPAG) Supervisor and SHMO, and coordinates with the state financial management officer.
- 3) The GAR will determine the staff and budget required for program management from the date of the President's declaration through the completion of the grant program.
  - i. Current state staff under other FEMA-funded programs may be utilized for a period of time immediately following the disaster.
  - ii. The magnitude and severity of each disaster or emergency will dictate the level of staff that will be required.
  - iii. If necessary, the GAR will employ contractual employees or temporary hires to provide program support.
- b) The Individual Assistance Officer (IAO) is responsible for the daily administration of the Individual Assistance Program.
- c) The State Public Assistance Group (SPAG) supervisor is responsible for the daily administration of the Public Assistance Program. The SPAG supervisor is the state official who is responsible for:
  - 1) providing briefings to the applicants on elements of the Public Assistance Program;
  - 2) supervising Public Assistance Specialists (PASs);
  - 3) training and coordinating State Project Specialists (SPSs);
  - 4) providing technical assistance and guidance to applicants; and
  - 5) preparing Public Assistance Program documents for applicants.
- d) The State Hazard Mitigation Officer (SHMO) is the person designated by the GAR as the individual responsible for all matters related to the administration of the Hazard Mitigation Grant Program (HMGP). The SHMO will develop a mitigation

strategy and coordinate all state mitigation activities during the recovery from the disaster.

- e) The State Financial Management Officer (SFMO) is responsible for managing the financial activities of the programs, including:
  - 1) managing the Letter of Credit;
  - 2) performing and recording all financial disbursements;
  - 3) maintaining a record of salaries and other expenses eligible for reimbursement under 44 CFR Part 13; and
  - 4) maintaining accountability records related to the procurement of property and services under the grant.

## 2. Coordinating Elements

- a) Upon a declaration of a major disaster or emergency by the President, FEMA headquarters will appoint a Federal Coordinating Officer (FCO) to immediately take action to assure that federal assistance is provided in accordance with the declaration and applicable laws.
- b) A State Coordinating Officer (SCO) will be appointed by the Governor to act in cooperation with the Federal Coordinating Officer (FCO) to coordinate disaster recovery efforts of the state.
- c) The IAO coordinates with FEMA to implement the various disaster assistance programs that are included under an IA declaration.
- d) The IAO coordinates the state agencies that are involved in the delivery of the disaster assistance programs.
- e) The SFMO coordinates his/her work with the GAR.

## 3. Federal Coordination

- a) IEMA will notify FEMA or the SBA of the Governor's intent to request a Major Disaster Declaration, Emergency Declaration or SBA Declaration.
- b) FEMA or the SBA will advise the Governor of the approval or denial of the request for a Major Disaster Declaration, Emergency Declaration or SBA Declaration.
- c) IEMA will notify local officials of FEMA/SBA's determination.

- d) The SEOC will coordinate with FEMA for the administration of disaster assistance programs.
- e) Programs available with a Major Disaster or Emergency declaration will be coordinated through a Joint Field Office (JFO) established by FEMA.

### III. Roles and Responsibilities

#### A. Illinois Emergency Management Agency (IEMA)

- \_\_\_ 1) Determine necessity for and type of federal assistance to request
- \_\_\_ 2) Develop a request letter for the Governor's signature and compile data to support the request
- \_\_\_ 3) Recommend SCO and GAR for Governor's consideration
- \_\_\_ 4) Assign staff to coordinate the delivery of disaster assistance programs
- \_\_\_ 5) Inform support agencies and local officials of request for and approval/denial of federal assistance
- \_\_\_ 6) Coordinate public information activities related to the request for federal assistance
- \_\_\_ 7) Staff the JFO

### IV. Authorities and References

#### A. Authorities

- 1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L.93-288, as amended)
- 2. 44 CFR Part 206, Federal Disaster Assistance for Disasters Declared on or after November 23, 1988
- 3. 13 CFR Part 123, Small Business Administration Disaster Loan Program
- 4. The Illinois Emergency Management Agency Act (20 ILCS 3305/)
- 5. The Disaster Relief Act (15 ILCS 30/1-3)
- 6. 44 CFR Part 13, Uniform Administrative Requirements for Grants and cooperative Agreements to State and Local Governments

#### B. References

- 1. State of Illinois, Public Assistance Program Administrative Plan, as amended

2. State of Illinois, Individuals and Households Program Administrative Plan, as amended
3. State of Illinois, Hazard Mitigation Grant Program Administrative Plan, as amended
4. Governor's Request for a Major Disaster Declaration Guide, as amended
5. Small Business Administration (SBA)-Only Declaration Guide, as amended